



LOT SPLIT/ DEVIATION APPLICATION

Please type or print legibly (use blue or black ink). All blanks must be complete. Use N/A where not applicable.

Date: _____

_____ **Minor Lot Split** – divide a legally created lot into two (2) parcels (maximum).

_____ **Lot Line Deviation** – Adjustment of Lot lines on legally created lots.

1)	Property Owner's Name									
	Mailing Address									
	City				State			Zip		
	Contact Phone				Fax Number					
	Cell Phone				E-mail					

2)	Petitioner's Name									
	Mailing Address									
	City				State			Zip		
	Contact Phone				Fax Number					
	Cell Phone				E-mail					

3)	Agent's Name									
	Mailing Address									
	City				State			Zip		
	Contact Phone				Fax Number					
	Cell Phone				E-mail					

4)	Property Information:									
	Property Address									
	Section		Township			Range				
	Alternate Key #									
	Is the subject property a Lot of Record?				Yes		No			
	Size of subject property		Acres		Sq. Feet		Dimensions			
	Current Zoning		Future Land Use							
	Has property been granted a variance?				If yes, Case #					
	Property is –		Vacant		Improved					
	Size of lots being created –		Acres		Sq. Feet					

Attach a copy of the Property Record Card AND Recorded Warranty Deed

5) Utilities: Property is serviced by -			
Central Sewer		Central Water	
Septic System		Well Water	
Is the property within 1,000 ft. of a central sewer system?		Yes	No
Is the property within 1,000 ft. of a central water system?		Yes	No

6) Frontage:			
City street or County maintained road?		Yes	No
Street Name		Street Number	
Easement on property?		Yes	No
If yes,	Length	Width	

PROPERTY OWNERS' SIGNATURE

REPRESENTATIVE'S SIGNATURE

STATE OF FLORIDA
COUNTY OF LAKE

Sworn to (or affirmed) and subscribed before
me this _____ day of _____, 20_____,
by _____.

Sworn to (or affirmed) and subscribed before
me this _____ day of _____, 20_____,
by _____.

Personally Known _____ OR Produced ID _____

Personally Known _____ OR Produced ID _____

Type of Identification
Produced _____

Type of Identification
Produced _____

Notary's Signature

Notary's Signature

NOTARY SEAL

NOTARY SEAL

NOTE: PROPERTY OWNER MUST SIGN APPLICATION. WHEN AGENT IS REPRESENTING CASE, BOTH AGENT AND PROPERTY OWNER MUST SIGN APPLICATION.

LOT SPLIT / LOT LINE DEVIATION PROCESS

All items listed below are required to be submitted to the Planning & Zoning Division will review. The information will be distributed to the Development Review Committee. The Lot Split / Lot Line Deviation request will be scheduled for a Development Review Committee meeting and the applicant will be notified of the date and time. Prior to the meeting, the applicant will be provided with comments from all reviewing departments. The applicant or their representative must be present at the Development Review Committee meeting for discussion of the request.

Submission Requirements for Preliminary Review:

1. Pre-application meeting with City Staff (P & Z and Public Works Surveying Office)
2. Application form provided by City of Leesburg
3. A sketch, on paper not to exceed 11" X 17" in size, showing the proposed lot split with the original parcel shown with the boundary(ies) of each parcel being created identified
4. Copy of the Property Record Card and recorded Warranty Deed
5. **Lot Split review fee - \$300.00**

The items required for Final Approval must be submitted to the Planning & Zoning Division for review. The information will be distributed to the applicable Development Review Committee members. When the Lot Split / Lot Line Deviation application has been found in compliance with all applicable City codes, the applicant will be notified.

Submission Requirements for Final Approval:

1. Boundary Survey

A boundary survey shall be required for all parcels. The survey must include and identify:

- a. The overall legal description of the original parcel
- b. The legal description of each parcel created
- c. The legal description of all existing and created easements
- d. All existing structures
- e. The 100 year flood zone and elevation
- f. Mean High Water Line (MHWL) and the amount of acreage within and outside of the MHWL
- g. Jurisdictional wetland line and / or environmental easement

Submission of Final Recorded Deeds:

Deeds must be prepared and recorded in the Public Records of Lake County, Florida, for each parcel created. A copy of the recorded deeds must be submitted to the Planning & Zoning Division prior to final approval of the Lot Split / Lot Line Deviation. No building permits will be issued until the Lot Split / Lot Line Deviation has received final approval.